



Regulatory Licensing and Permitting System (RLPS)

Fulfillment House Quarterly Report

RLPS Fulfillment House Quarterly Report: Content

- RLPS Citizen Access:
 - Site address: <https://rlps.abc.tn.gov/citizenaccess/>
- Fulfillment House Quarterly Report Process
 - **Process I: Quarterly Report CSV Document Instructions** (Slides 3-20)
 - Part 1: Download your Template
 - Part 2: Add Shipment Details
 - Quick Guide
 - Detailed Instructions and Examples
 - Part 3: Helpful Tips
 - Multiple brands in a single shipment
 - Quarters WITHOUT shipments
 - Important Reminders
 - **Process II: Quarterly Report Submission Instructions** (Slides 21-39)

RLPS Fulfillment House Quarterly Report

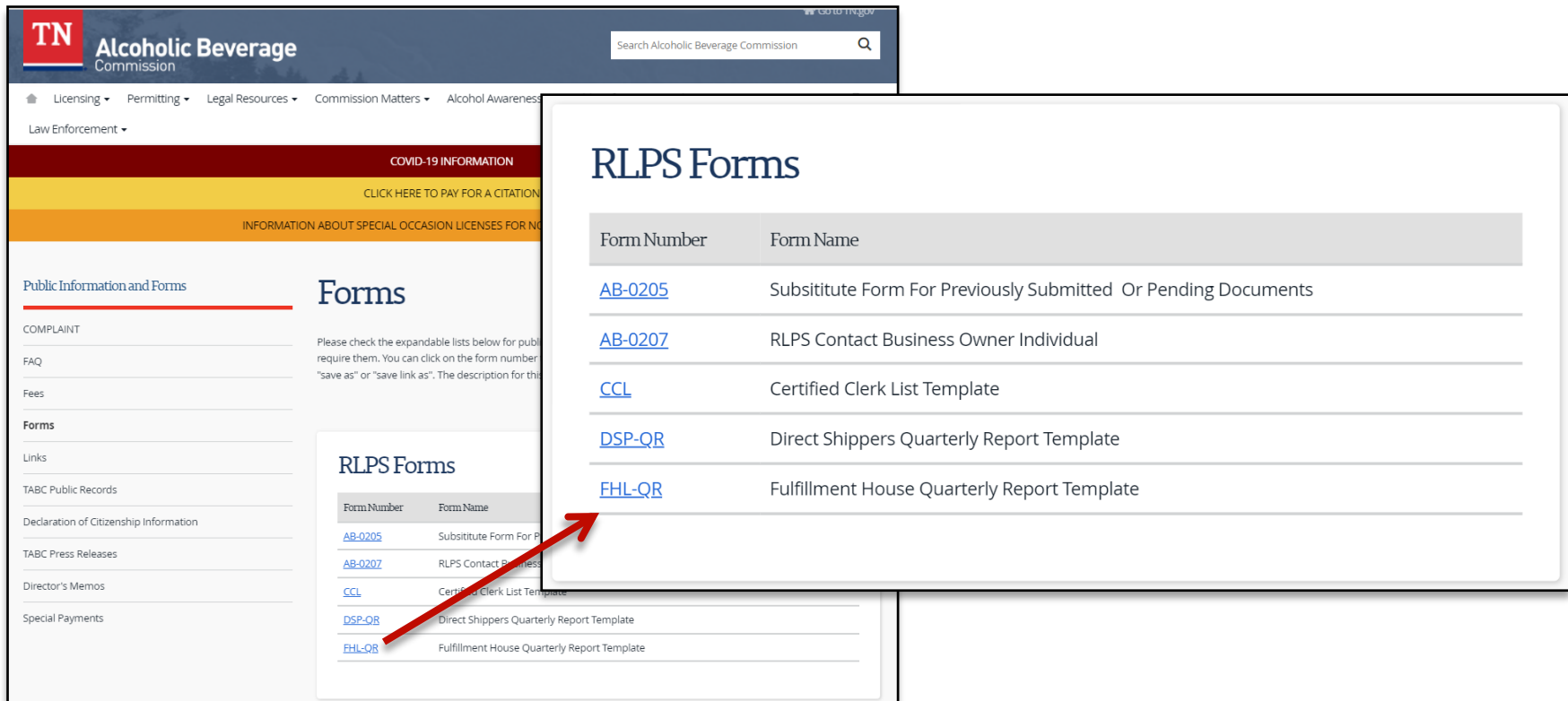
Process I:

Quarterly Report CSV Document Instructions

PART 1: Download your Template

RLPS Fulfillment House Quarterly Report: CSV Instructions

- **First**, visit the TABC website and **download the Fulfillment House Quarterly Report template**
 - <https://www.tn.gov/abc/public-information-and-forms/forms.html>

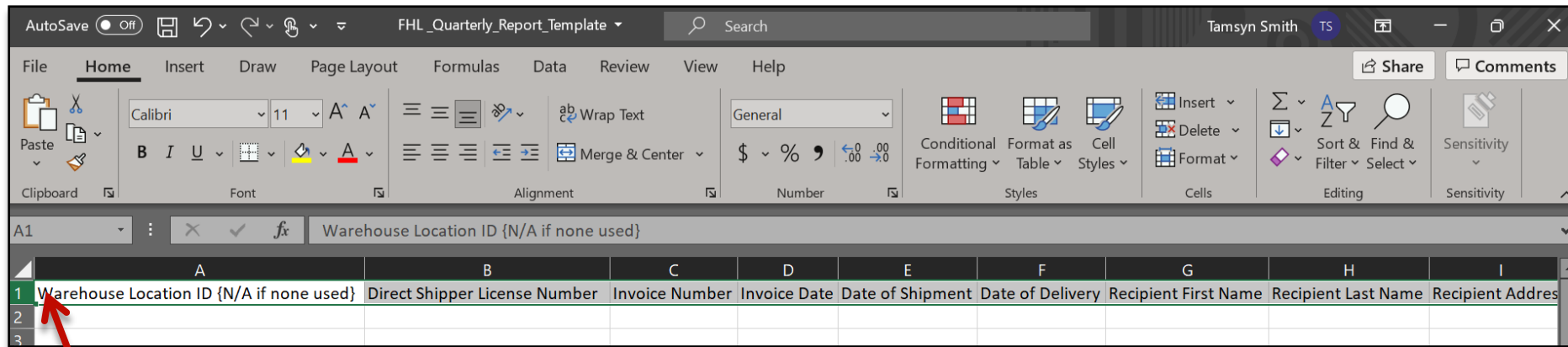


The screenshot shows the Tennessee Alcoholic Beverage Commission (TABC) website. The header includes the TN logo and the text "Alcoholic Beverage Commission". A search bar is present. The main navigation menu includes "Licensing", "Permitting", "Legal Resources", "Commission Matters", and "Alcohol Awareness". A secondary menu includes "Law Enforcement". A red banner for "COVID-19 INFORMATION" is visible. Below this, a yellow banner says "CLICK HERE TO PAY FOR A CITATION" and an orange banner says "INFORMATION ABOUT SPECIAL OCCASION LICENSES FOR NO". The "Public Information and Forms" section is highlighted. The "Forms" page is displayed, showing a list of forms. A red arrow points to the "FHL-QR" link in the "RLPS Forms" table.

Form Number	Form Name
AB-0205	Substitute Form For Previously Submitted Or Pending Documents
AB-0207	RLPS Contact Business Owner Individual
CCL	Certified Clerk List Template
DSP-QR	Direct Shippers Quarterly Report Template
FHL-QR	Fulfillment House Quarterly Report Template

RLPS Fulfillment House Quarterly Report: CSV Instructions

- **Open your Downloaded** template in a program that supports editing CSV file formats
 - For the purpose of this tutorial, we will be using Excel as the program to modify the template



***IMPORTANT* DO NOT modify the first row of this file in any way; doing so will cause technical errors during the report submission process.**

***IMPORTANT* DO NOT change file format; The document file type must remain a CSV file.**

RLPS Fulfillment House Quarterly Report

Process I:

Quarterly Report CSV Document Instructions

PART 2: Add shipment details

RLPS Fulfillment House Quarterly Report: CSV Quick Guide

- Quick Guide:

Field Name	Format	Required
Warehouse Location ID {N/A if none used}	WHL-00000	Y
Direct Shipper License Number	RTLDSP-XXX-0000000	Y
Invoice Number	Alphanumeric (NO COMMAS)	Y
Invoice Date	MM/DD/YYYY	Y
Date of Shipment	MM/DD/YYYY	Y
Date of Delivery	MM/DD/YYYY	Provide if available
Recipient First Name	Text	Y
Recipient Last Name	Text	Y
Recipient Address	Alphanumeric (NO COMMAS)	Y
Recipient City	Text	Y
Recipient State	Two-digit State Code (ex: TN)	Y
Recipient Zip	Number	Y
Tracking Number	Alphanumeric (NO COMMAS)	Y
Brand Name	Alphanumeric (NO COMMAS)	Y
Volume in Liters {Numerical} {Round Up}	Number	Y
Quantity - Bottle Count	Number	Y
Sale Price	N/A	N/A
Common Carrier Name	Text	Y
Common Carrier FEIN {N/A if none used}	N/A	N/A

RLPS Fulfillment House Quarterly Report: CSV Instructions

- The next 8 slides breaks down each field of your CSV template
 - You will know which fields are required
 - The format of each field
 - And be provided with examples

RLPS Fulfillment House Quarterly Report: CSV Instructions

- **Quarterly Report Data**

- Warehouse Location ID {N/A if none used}

- This field is **REQUIRED** for your record type
 - This field is used to indicate the Warehouse address used for each shipment
 - Warehouse Location ID must match a Warehouse Location associated with your Fulfillment House license*
 - Format: WHL-00000
 - » “N/A” option is ONLY applicable for Direct Shippers
 - **EXAMPLE:**

	A
1	Warehouse Location ID {N/A if none used}
2	WHL-00142
3	WHL-00146
4	

***Note:** See next slide for instructions on how find your Warehouse Location list

RLPS Fulfillment House Quarterly Report: CSV Instructions

- **Quarterly Report Data - *Continued***

- Warehouse Location ID {N/A if none used} - *Continued*

- Your Warehouse Location List can be found by:
 1. Log In to your RLPS account, locate and open your Fulfillment House License Record
 2. Under Record Details section, click the arrow next to “More Details”
 3. Open the “Application Information Table” section to reveal your Warehouse Location table

The screenshot illustrates the steps to access the Warehouse Location table within the RLPS Fulfillment House License Record interface. The main record is for FHL-DAV-2203767, which is active and expires on 02/17/2025. The 'Record Details' section is highlighted, and the 'More Details' link is clicked. This leads to a 'More Details' page where the 'Application Information Table' is expanded, revealing the 'WAREHOUSE LOCATIONS' table. The table contains the following information:

Building Name:	213
Street Name:	132
City:	231
State:	Tennessee
Zip Code:	3412
Location ID:	WHL-00142

RLPS Fulfillment House Quarterly Report: CSV Instructions

- **Quarterly Report Data - *Continued***

- *Direct Shipper License Number*

- This field is **REQUIRED** for your record type
 - This field is used to indicate the Direct Shipper License Number respective to each shipment
 - Format: RTLDSP-XXX-0000000
 - **EXAMPLE:**

B
Direct Shipper License Number
RTLDSP-OTN-1820373
RTLDSP-OTN-1907613

- *Invoice Number*

- This field is **REQUIRED** for your record type
 - This field is used to indicate the Invoice Number respective to each shipment
 - Format: Alphanumeric (NO COMMAS)

RLPS Fulfillment House Quarterly Report: CSV Instructions

- **Quarterly Report Data - *Continued***

- Invoice Date

- This field is **REQUIRED** for your record type
 - Format: MM/DD/YYYY

- Date of Shipment

- This field is **REQUIRED** for your record type
 - Format: MM/DD/YYYY

- Date of Delivery

- This field is optional for your record type
 - Format: MM/DD/YYYY

EXAMPLES:

D	E	F
Invoice Date	Date of Shipment	Date of Delivery
1/1/2022	1/2/2022	1/10/2022
1/2/2022	1/3/2022	1/11/2022

RLPS Fulfillment House Quarterly Report: CSV Instructions

- **Quarterly Report Data - *Continued***

- Recipient First Name

- This field is REQUIRED for your record type
 - Format: Text

- Recipient Last Name

- This field is REQUIRED for your record type
 - Format: Text

- **EXAMPLES:**

G	H
Recipient First Name	Recipient Last Name
John	Smith
Jane	Doe

RLPS Fulfillment House Quarterly Report: CSV Instructions

- **Quarterly Report Data - *Continued***

- *Recipient City*

- This field is **REQUIRED** for your record type
 - Format: Alphanumeric (NO COMMAS)

- *Recipient Address*

- This field is **REQUIRED** for your record type
 - Format: Alphanumeric (NO COMMAS)

- *Recipient State*

- This field is **REQUIRED** for your record type
 - Format: Two-digit State Code

- *Recipient Zip*

- This field is **REQUIRED** for your record type
 - Format: 5-digit zip code

EXAMPLES:

I	J	K	L
Recipient Address	Recipient City	Recipient State	Recipient Zip
123 Baker Street	Nashville	TN	37188
456 Parkers Road	Phoenix	AZ	85501

RLPS Fulfillment House Quarterly Report: CSV Instructions

- **Quarterly Report Data - *Continued***

- Tracking Number

- This field is REQUIRED for your record type
 - Format: Alphanumeric (NO COMMAS)

- Brand Name

- This field is REQUIRED for your record type*
- Format: Alphanumeric (NO COMMAS)
 - ***IMPORTANT*** See slide 17 for directions on how to report multiple brands in a single shipment.

- Volume in Liters {Numerical} {Round Up}

- This field is REQUIRED for your record type
 - Format: Numerical, NO decimals

EXAMPLES:

M	N	O
Tracking Number	Brand Name	Volume in Liters {Numerical} {Round Up}
9876543	Brand 1	5

RLPS Fulfillment House Quarterly Report: CSV Instructions

- **Quarterly Report Data - *Continued***

- Quantity - Bottle Count

- This field is **REQUIRED** for your record type
 - Format: Number

- Sale Price

- This field is not applicable for your record type
 - Format: N/A

- Common Carrier name

- This field is **REQUIRED** for your record type
 - Format: Text

- Common Carrier FEIN {N/A if none used}

- This field is Optional* for your record type
 - *Note:** Business requirements may change, please continue to stay up to date on TABC Rules and Regulations as the field requirement may change.

EXAMPLES:

P	Q	R	S
Quantity - Bottle Count	Sale Price	Common Carrier Name	Common Carrier FEIN {N/A if none used}
2	N/A	UPS	N/A
4	N/A	FedEx	123534

RLPS Fulfillment House Quarterly Report

Process I:

Quarterly Report CSV Document Instructions

PART 3: Helpful Tips

RLPS Fulfillment House Quarterly Report: CSV Helpful Tips

- **Multiple brands in a single Shipment**

- If one shipment contains multiple brands, a separate row of data is needed for each Brand.

- The following fields are to be respective to each Brand listed in a row
 - Bottle Count
 - Volume in Liters
 - Brand Name
 - All other fields will be respective to the shipment.
 - This includes invoice details, dates, recipient information, etc.

EXAMPLE:

	A	B	C	D
1	Warehouse L	Direct Shipper License Number	Invoice Number	Invoice Da
2	WHL-0000	RTLDSP-OTN-1900000	4567	1/1/20
3	WHL-0000	RTLDSP-OTN-1900000	4567	1/1/20

L	M	N	O	P	Q	
Recipient Zip	Tracking Number	Brand Name	Volume in Liters {Numerical} {Round Up}	Quantity - Bottle Count	Sale Price	Comm
37243	654B	EXAMPLE BRAND 1	5	6	N/A	UPS
37243	654B	EXAMPLE BRAND 2	2	2	N/A	UPS

RLPS Fulfillment House Quarterly Report: CSV Helpful Tips

- **Quarters WITHOUT shipments**

- You still **MUST** submit one (1) row of data with your CSV
- Instructions:
 - Warehouse Location ID:
 - This field **MUST** contain a warehouse location ID associated with your license
 - All other fields:
 - Enter the number zero (0) in each remaining field

EXAMPLE:

	A	B	C	D	E	F	G	H	I	J
1	Warehouse	Direct Ship	Invoice Number	Invoice Date	Date of Shipment	Date of Delivery	Recipient Name	Recipient Address	Recipient City	Recipient State
2	WHL-0000	0	0	0	0	0	0	0	0	0

K	L	M	N	O	P	Q	R	S	T	U
Recipient Phone	Recipient Email	Tracking Number	Brand Name	Volume in Cubic Feet	Quantity	Sale Price	Common Carrier FEIN	Common Carrier FEIN	Common Carrier FEIN	{N/A}
0	0	0	0	0	0	N/A	0	0		

RLPS Fulfillment House Quarterly Report: CSV Helpful Tips

- **Important Reminders:**

- **Do NOT change the format of your downloaded template.** (Slide 5)
 - Column header names must not be modified
 - No rows are to be added above headers
 - The file type must always be saved as CSV (Comma Separated Value)
- **Do NOT use commas in any data field** (Slide 5)
- **Follow field format requirements to avoid errors.** (Slides 7-16)
- **Only one (1) brand name per row.** (Slide 18)
- **Quarters WITHOUT shipments still need one (1) row of data to be submitted.** (Slide 19)

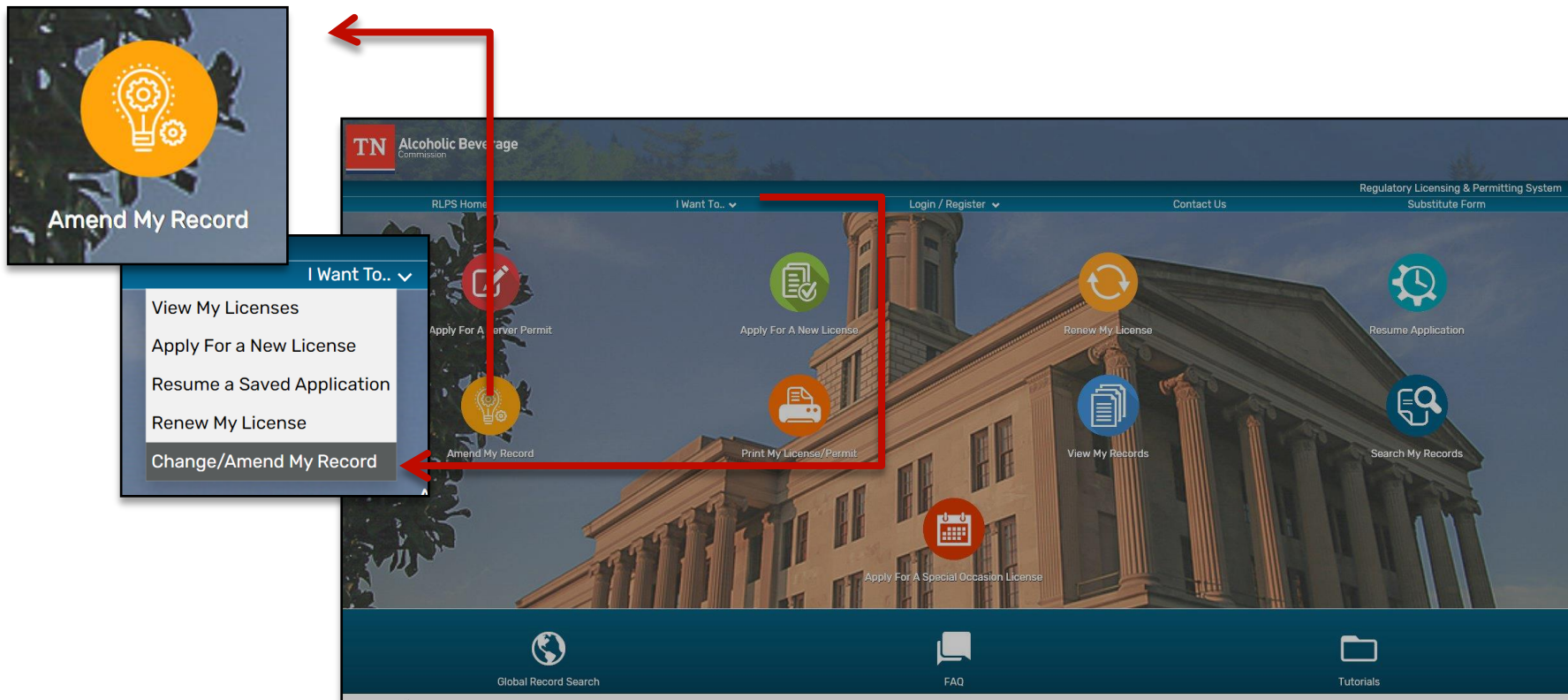
RLPS Fulfillment House Quarterly Report

Process II:

Quarterly Report Submission Instructions

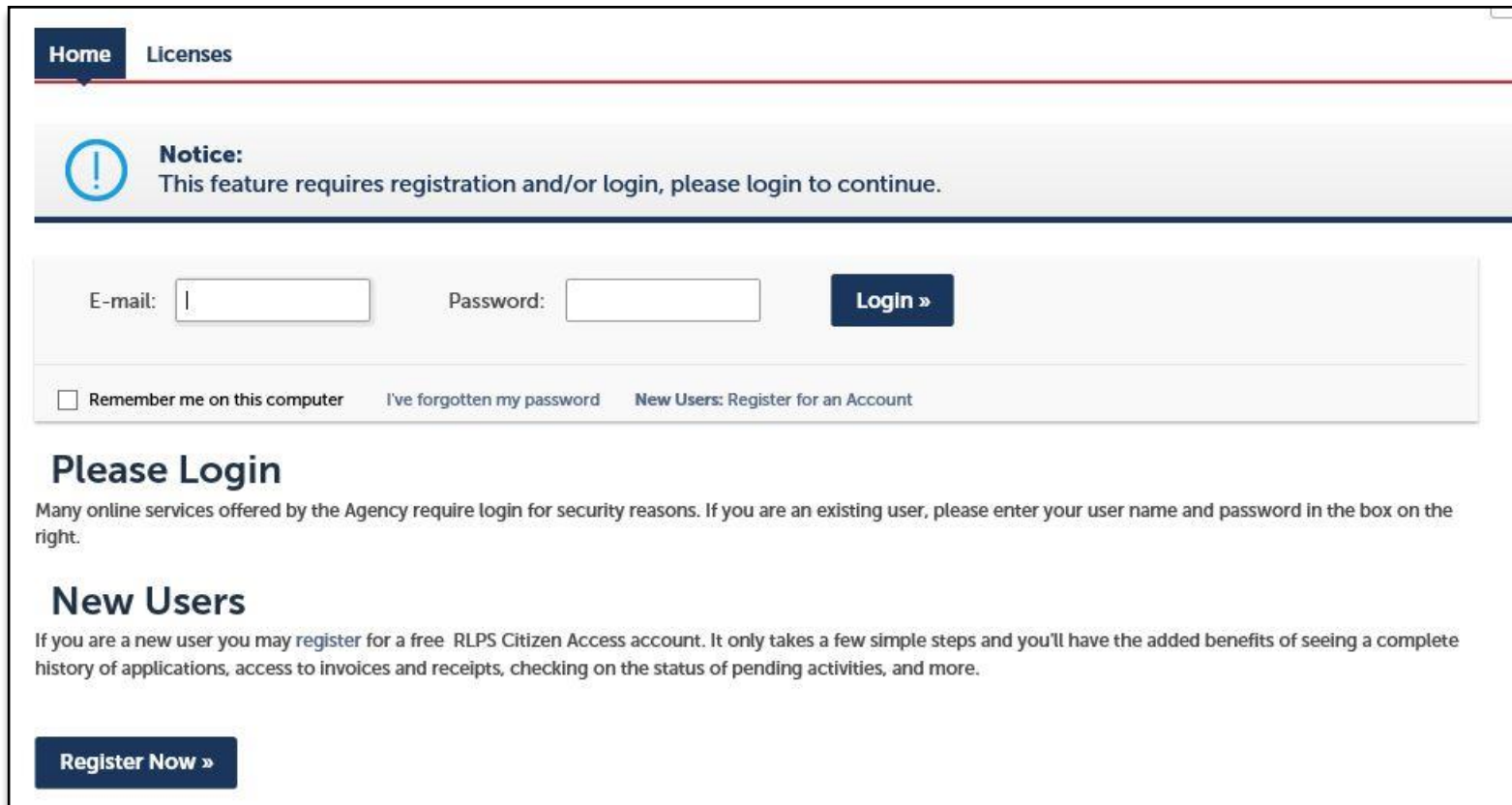
RLPS Fulfillment House Quarterly Report: Submission

- To begin, locate and **click on the Amend My Record button** on the home screen, **or use the “I Want To...” option** from the navigation bar.



RLPS Fulfillment House Quarterly Report: Submission

- Next, **log into your RLPS account**



The screenshot shows the RLPS Fulfillment House login interface. At the top, there are tabs for 'Home' and 'Licenses'. Below the tabs is a 'Notice' section with an exclamation mark icon, stating: 'Notice: This feature requires registration and/or login, please login to continue.' The main login area contains two input fields: 'E-mail:' and 'Password:', followed by a 'Login »' button. Below the input fields, there is a checkbox labeled 'Remember me on this computer', a link 'I've forgotten my password', and a link 'New Users: Register for an Account'. The section is titled 'Please Login' and includes a paragraph: 'Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.' Below this, there is a 'New Users' section with a paragraph: 'If you are a new user you may register for a free RLPS Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.' At the bottom of the section is a 'Register Now »' button.

Home Licenses

Notice:
This feature requires registration and/or login, please login to continue.

E-mail: Password: **Login »**

☐ Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users

If you are a new user you may register for a free RLPS Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Register Now »

RLPS Fulfillment House Quarterly Report: Submission

- Once logged in, you will be taken to a list of records in “Active” or “About to Expire” status.
- **Click the “Amendment” Button**
 - This button should always be available to your valid license records. If you do not see this button, please email TABC.HelpDesk@tn.gov for assistance.

The screenshot shows the 'Licensure' section of a web application. At the top, there are links for 'Home' and 'Licenses'. Below these are buttons for 'Create an Application' and 'Search Existing'. A red banner labeled 'My Records' is prominent. Below the banner, a message states: 'The list below displays your active License, Permit, Application, Renewal, Change Request, and Citation Records.' A table follows, showing a list of records. The first record is an 'Amendment' with RLPS ID 'FHL-DAV-2203767', 'Fulfillment House License' type, expiration date '02/17/2024', status 'Active', and DBA/Business Name 'jhkj'. A callout box with the text 'Amendment' and a red arrow points to the 'Amendment' button in the table.

Action	RLPS ID	RLPS Record Type	Expiration Date	Record Status	DBA/Business Name
<input type="checkbox"/> Amendment	FHL-DAV-2203767	Fulfillment House License	02/17/2024	Active	jhkj

RLPS Fulfillment House Quarterly Report: Submission

- *Select an Amendment Type*
 - Locate and select the Change Request Quarterly Report amendment type
 - **Click “Continue Application”**

The screenshot shows a web application interface for license amendments. At the top, there are tabs for 'Home' and 'Licenses', with 'Licenses' being the active tab. Below the tabs, there are links for 'Create an Application' and 'Search Existing'. The main section is titled 'Select an Amendment Type' and contains a list of amendment types. A red arrow points from the 'Change Request Quarterly Report' option in the list to a callout box that highlights this option. Another red arrow points from the 'Continue Application »' button at the bottom right to a callout box that highlights this button. A third red arrow points from the 'Continue Application »' button to the 'Continue Application »' button at the bottom left. The list of amendment types includes: 'Change request for Certified Manager / Certified Clerk', 'Change Request Information Owner', 'Change Request Site Modification', 'Change Request Warehouse Location', and 'Quarterly Report'.

Home Licenses

Create an Application Search Existing

Select an Amendment Type

Choose one of the following available amendment types. For assistance please visit our website by clicking here.

- Change request for Certified Manager / Certified Clerk – Select this record to make adjustments to the license’s Certified Manager and Certified Clerk Lists. This is for Retail Food Store and Retail Package Store Licenses only.
- Change Request Information Owner – Select this record to change the Business’ DBA Name, correct the Business Name or Address, close the business, or update ownership information.
- Change Request Site Modification – Select this record to inform ABC of modifications to the current structure or layout where the business is located.
- Change Request Warehouse Location – Select this record to inform ABC of new warehouse locations associated with your Fulfillment House License.
- Quarterly Report – Select this record to submit your Quarterly Report. This is for Direct Shipper and Fulfillment House Licenses only.

Search

☐ Change Request Information Owner
☐ Change Request Quarterly Report
☐ Change Request Warehouse Location

Continue Application »

Continue Application »

Change Request Quarterly Report

RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1*
 - **Help text** at the top of the amendment form provides information to assist you in knowing when reports are due.
 - Additionally, the date-range for each quarter is available for review.

Home Licenses

Create an Application Search Existing

Change Request Quarterly Report

1 Quarterly Report 2 Contacts 3 Review 4 Record Issuance

Step 1: Quarterly Report > Quarterly Report Info

This form must be completed quarterly and received by the Commission by the 15th day of the month immediately following each quarter.

- 1st Quarter: January 1 - March 31
- 2nd Quarter: April 1 - June 30
- 3rd Quarter: July 1 - September 30
- 4th Quarter: October 1 - December 31

Quarterly Report

QUARTERLY REPORT

* Filing Period:

* License Type:

Warehouse Location

Step 1: Quarterly Report > Quarterly Report Info

This form must be completed quarterly and received by the Commission by the 15th day of the month immediately following each quarter.

- 1st Quarter: January 1 - March 31
- 2nd Quarter: April 1 - June 30
- 3rd Quarter: July 1 - September 30
- 4th Quarter: October 1 - December 31

RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
 - **Select the Filing Period*** respective to the filing period that you are submitting.
 - * **Note:** this will NOT be the filling period you're actively in, but the recently completed quarter.

Home Licenses

Create an Application Search Existing

Change Request Quarterly Report

1 Quarterly Report 2 Contacts

Step 1: Quarterly Report > Quarterly Report Info

This form must be completed quarterly and received by the Commission by the 15th day of the

- 1st Quarter: January 1 - March 31
- 2nd Quarter: April 1 - June 30
- 3rd Quarter: July 1 - September 30
- 4th Quarter: October 1 - December 31

Quarterly Report Details

QUARTERLY REPORT INFORMATION

* Filing Period: --Select--

* License Type: --Select--

Warehouse Location

RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
 - **Select “Fulfillment House”*** as your license type.
- *Note:** If you represent a Direct Shipper License, please exit this tutorial and locate the Direct Shipper Quarterly Report tutorial [HERE](#).

The image shows a screenshot of the RLPS Fulfillment House Quarterly Report submission form. The main section is titled "Quarterly Report Details" and contains "QUARTERLY REPORT INFORMATION". It includes fields for "Filing Period" (set to "1st Quarter") and "License Type" (set to "--Select--"). A red arrow points to the "License Type" dropdown menu, which is open, showing options: "Direct Shipper" and "Fulfillment House".

Quarterly Report Details

QUARTERLY REPORT INFORMATION

* Filing Period: 1st Quarter

* License Type: --Select--

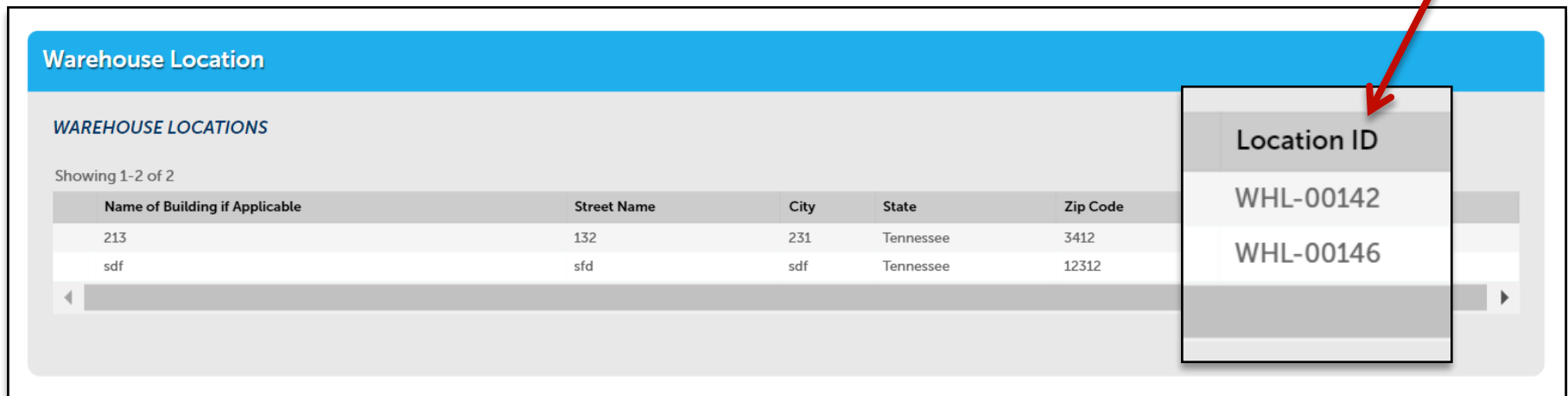
Direct Shipper
Fulfillment House

Warehouse Location

RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
 - Use the Warehouse Location Table to review your Warehouse Location ID's***

***Note:** It is **extremely important** that you use the provided Warehouse Location IDs in your Quarterly Report CSV Document* for each shipment made.



The screenshot shows a web interface for 'Warehouse Location'. It features a table titled 'WAREHOUSE LOCATIONS' with 5 columns: 'Name of Building if Applicable', 'Street Name', 'City', 'State', and 'Zip Code'. The table displays two rows of data. To the right of the table, a dropdown menu is open, showing a list of 'Location ID's: 'WHL-00142' and 'WHL-00146'. A red arrow points from the top right of the table area to the dropdown menu.

Name of Building if Applicable	Street Name	City	State	Zip Code
213	132	231	Tennessee	3412
sdf	sdf	sdf	Tennessee	12312

Showing 1-2 of 2

Location ID

WHL-00142

WHL-00146

****Note:** See Slides 3-13 for detailed instructions on how to fill out your Quarterly Report CSV Document.

RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
 - **Help text** on the “Attachments” section of your form includes a direct link to the Quarterly Report CSV Templates needed to complete your amendment if you have not already downloaded one.

Attachment

Upload your Quarterly Report CSV template here. When you click the Continue Application button this Quarterly Report CSV template will convert to a table on the next page.

Make sure the file type is comma separated vale (CSV) or it will not convert.
Quarterly Report Templates available here:
Direct Shipper Quarterly Report
Fulfillment House Quarterly Report


The maximum file size allowed is 25 MB.

Action	Name	Type	Size	Latest Update
No records found.				

[Add](#)

[Save and resume later](#) [Continue Application »](#)

Direct Shipper Quarterly Report
Fulfillment House Quarterly Report



RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
 - Click the “Add” button and upload your Quarterly Report CSV Document*.

***Note:** Your document should only contain shipment details relevant to the filing period you’re submitting.

The screenshot displays the 'Attachment' section of the RLPS Fulfillment House Quarterly Report submission interface. The section is titled 'Attachment' and contains instructions for uploading a Quarterly Report CSV template. A red arrow points to the 'Add' button. A 'File Upload' modal is open, showing a file named 'DS Quarterly Report Template-Example.csv' and buttons for 'Continue', 'Add', 'Remove All', and 'Cancel'.

Attachment

Upload your Quarterly Report CSV template here. When you click the Continue Application button this Quarterly Report CSV template will be attached to your application.

Make sure the file type is comma separated vale (CSV) or it will not convert.

Quarterly Report Templates available here:
Direct Shipper Quarterly Report
Fulfillment House Quarterly Report

The maximum file size allowed is 25 MB.

Action	Name	Size	Latest Update
No records found.			

Add

File Upload

The maximum file size allowed is 25 MB.

DS Quarterly Report Template-Example.csv

Continue **Add** **Remove All** **Cancel**

Save and resume later

RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
 - **Select the Quarterly Report as the document type** for your uploaded Quarterly Report CSV Document, **then click “Save” button***.

The screenshot displays a web form for document submission. A red arrow points from a callout box to the '* Type:' dropdown menu, which is currently set to 'Quarterly Report'. The dropdown menu is open, showing options: '--Select--', 'Generic Additional Document', and 'Quarterly Report' (highlighted in blue). Below the dropdown, the 'File:' field contains 'DS Qu' and 'Example.csv'. The 'Description:' field is empty. A red arrow points from a callout box to the 'Save' button at the bottom of the form. The 'Save' button is highlighted in blue. Below the 'Save' button are three buttons: 'Save', 'Add', and 'Remove All'. A 'spell check' link is visible above the 'Save' button.

*Type:

--Select--

Quarterly Report

--Select--

Generic Additional Document

Quarterly Report

File:

DS Qu

Example.csv

Description:

Save

spell check

Save Add Remove All

***Note:** Only the Quarterly Report is required, however you may upload other documents as needed by selecting the Generic Additional Document type for all other files.

RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
 - Click the **“Continue Application”** button after all documents have been saved
- *Note:** If an error occurs related to your uploaded Quarterly Report, please delete the document, update your document with needed corrections, then upload the new copy.

Attachment

Upload your Quarterly Report CSV template here

Make sure the file type is comma separated value (CSV).
Quarterly Report Templates available here:
Direct Shipper Quarterly Report
Fulfillment House Quarterly Report

The maximum file size allowed is 25 MB.

Action	Name	Type
Actions ▼	FHL Quarterly Report Template-Example.csv	Quarterly Report

Add

Save and resume later

Continue Application »

RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 2*
 - All details from your uploaded CSV document will be converted into a table in your Amendment form.
 - **Review table rows for accuracy** then **click the “Continue Application” button.**

Home Licenses

Create an Application Search Existing

Change Request Quarterly Report

1 Quarterly Report 2 Contacts

Step 1: Quarterly Report > Quarterly Report Info Cont.

Quarterly Report Details

QUARTERLY REPORT

Showing 1-2 of 2

	Warehouse Location ID (N/A if none used)	Direct Shipper License Number	Invoice Number	Invoice Date	Date of Shipment	Date of Delivery	Recipient First Name	Recipient Last Name	Recipient Address	Recipient City	Recipient State	Recipient Zip	Tracking Number	Brand Name	Volume in Liters (Numerical) (Round Up)	Quantity - Bottle Count	Sale Price	Common Carrier Name	C
<input type="checkbox"/>	WHL-00142	RTLDS-OTN-1820373	1234567	01/01/2022	1/2/2022	01/10/2022	John	Smith	123 Baker Street	Nashville	TN	37188	9876543	Brand 1	5	2	N/A	UPS	3
<input type="checkbox"/>	WHL-00146	RTLDS-OTN-1907613	1234568	01/02/2022	1/3/2022	01/11/2022	Jane	Doe	456 Parkers Road	Phoenix	AZ	85501	8765432	Brand 2	10	4	N/A	FedEx	1

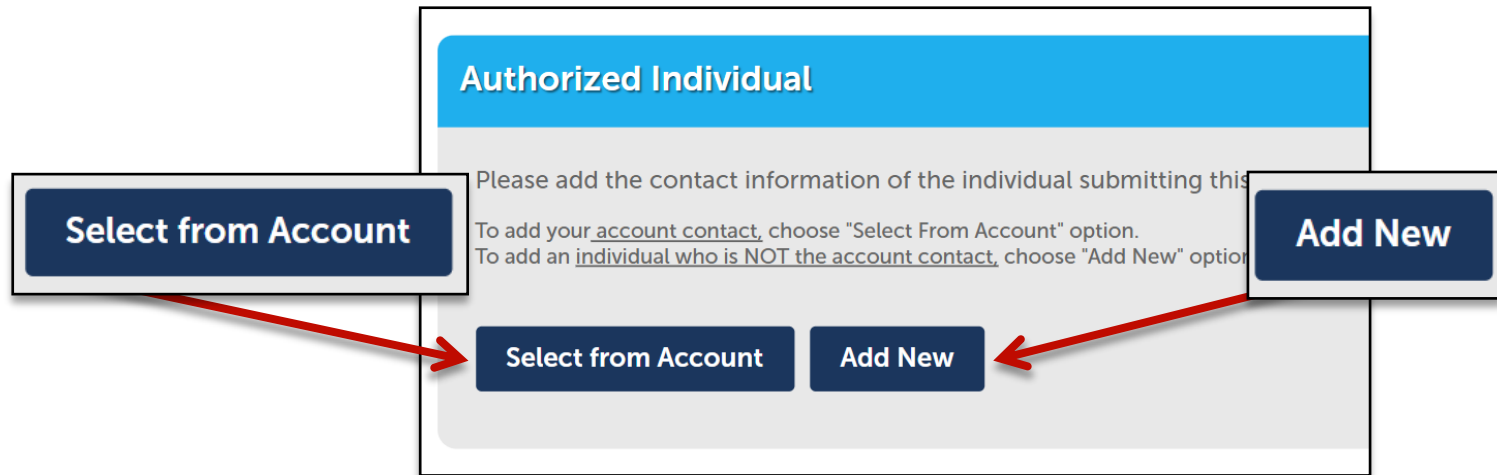
Add a Row Edit Selected Delete Selected

Save and resume later

Continue Application »

RLPS Fulfillment House Quarterly Report: Submission

- *Step 2: Contacts*
 - **Add yourself as the Authorized Individual** submitting your Quarterly Report.
 - If you're submitting from YOUR account, choose the "Select from Account" contact option.
 - If you're Submitting from an account that you are managing on behalf of another user, choose the "Add New" contact option.



RLPS Fulfillment House Quarterly Report: Submission

- *Step 2: Contacts - Continued*

- **Add your Contact Information and click the “Continue” Button.**

- Title
- First and Last name
- Primary Phone
- E-mail
- Mailing Address

Contact Information ×

Please fill in all required information.

*Title:
Business Representative

*First: Joe *Last: Johnson

*Primary Phone:
6546546546

*E-mail:
tamsyn.smith@tn.gov

▼ Contact Addresses

Add a Contact Address

To edit a contact address, click the address link.

✓ **Contact address updated successfully.**

Showing 1-1 of 1

Address Type	Address	Actions
Mailing	456 Johnson Pwky	Actions ▼

Continue Discard Changes

Continue

RLPS Fulfillment House Quarterly Report: Submission

- *Step 2: Contacts - Continued*
 - Once your contact has been successfully added, **click the “Continue Application” button**

Change Request Quarterly Report

1 Quarterly Report 2 Contacts 3 Review 4 Record Issuance

Step 2: Contacts > Authorized Individual

* Indicates a required field.

Authorized Individual

Please add the contact information of the individual submitting this report.

To add your account contact, choose "Select From Account" option.
To add an individual who is NOT the account contact, choose "Add New" option.

✔ Contact added successfully.

Joe Johnson
tamryn.smith@tn.gov
Primary Phone: 6546546546
[Edit](#) [Remove](#)

▼ Contact Addresses

Add a Contact Address

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Address	Action
Mailing	456 Johnson Pkwy	Actions ▼

[Save and resume later](#) [Continue Application »](#)

RLPS Fulfillment House Quarterly Report: Submission

- Please review all the entered information and **select the check box** indicating your agreement to the certification at the bottom of the page.
- After selecting the checkbox, please **click “Continue Application” button.**

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

 ☒ By checking this box, I agree to the above certification.

Date: 05/31/2019

Save and resume later

Continue Application »

RLPS Fulfillment House Quarterly Report: Submission

- You have officially completed your Quarterly Report Amendment*.
- If any additional information is required, the user will be notified by a member of TABC.

The screenshot shows a web interface for the RLPS Fulfillment House. At the top, there are navigation links for 'Home' and 'Licenses'. Below these are buttons for 'Create an Application' and 'Search Existing'. A red horizontal line separates this header from the main content area. The main content area is titled 'Change Request Quarterly Report'. Below this title is a progress bar with four steps: '1 Quarterly Report', '2 Contacts', '3 Review', and '4 Record Issuance'. The '4 Record Issuance' step is highlighted with a blue border. Below the progress bar, the text 'Step 4: Record Issuance' is displayed. A green checkmark icon is shown next to the text: 'Your record has been successfully submitted. Please print your record and retain a copy.' Below this, a message states: 'Thank you for using RLPS Citizen Access. Your Record Number is 22M-QUAR-Q1-000001.' Another message follows: 'You will need this number to check the status of your record.' At the bottom, a message says: 'You may view your record detail, check status, and upload additional documentation by clicking the View Record Details button below.' A dark blue button labeled 'View Record Details »' is positioned at the bottom left of the main content area.


Home Licenses

Create an Application Search Existing

Change Request Quarterly Report

1 Quarterly Report 2 Contacts 3 Review 4 Record Issuance

Step 4: Record Issuance

 Your record has been successfully submitted.
Please print your record and retain a copy.

Thank you for using RLPS Citizen Access.
Your Record Number is 22M-QUAR-Q1-000001.

You will need this number to check the status of your record.

You may view your record detail, check status, and upload additional documentation by clicking the View Record Details button below.

[View Record Details »](#)



Thank You